

Rio Grande National Forest



Transportation Assistant GS-2102-5

The Rio Grande National Forest will be filling a seasonal fulltime position of Transportation Assistant GS-2102-5. This position is located at the Rio Grande Supervisor's Office located in Monte Vista, CO. This notification is being circulated to inform prospective applicants of this upcoming opportunity. The Rio Grande NF is looking for a dynamic motivated individual to join their team. Interested applicants should contact Vic Webb @ vic.webb@usda.gov or at (719) 588-8818

INTRODUCTION

Serves as a Transportation Assistant to a Forest Service unit's Fleet Management Program.

MAJOR DUTIES

This position assists with managing, planning, directing, and overseeing the operation, maintenance, repair and replacement of a fleet of motor vehicles and trailers, ranging from sedans to heavy trucks and a variety of special-purpose vehicles or equipment (e.g., trailers (all sizes) forklifts, construction equipment, boats or off-road vehicles) through accomplishment of the following assignments:

Administers agency standards (finance, budget, property and contracting) integrating the acquisition, ownership, operation, assignment and disposal of Forest Service-owned vehicles and equipment with agency mission requirements. Plans, directs, and coordinates all functions relating to the effective and economical procurement and use of vehicle transportation services. Recommends repairs, maintenance, and disposition of vehicles based on age, mileage, or condition. Identifies the need to dispose of vehicles and coordinates disposal action.

Controls vehicle fleet inventory through property nomenclature, vehicle identification number and U. S. Government tag registration. Assists with coordination of a vehicle rotation program by reviewing utilization patterns, then recommending rotating vehicle usage to achieve maximum efficiency and economy among remote sites and field offices. Provides cost data and advises on rental rates for the motor vehicles in the revolving accounts. Prepares orders requiring safety and specialized equipment from approved vendors.

Maintains the vehicle automated database for the unit, stressing a functional management concept for all vehicles throughout the forest/unit/zone. Accumulates data from vehicle utilization records such as days available, days utilized, maintenance days, fuel usage, maintenance costs, and miles driven, and compiles and consolidates data into a central database to facilitate vehicle management by the district and higher Forest Service echelons. Oversees and administers standards for accurate reporting of utilization, operation and maintenance cost by vehicle unit. Monitors monthly cost data reports for consistency and errors as directed. Reviews compiled statistical information by vehicle group to support reporting of inventory utilization and cost data for administrative use and special-purpose vehicles and equipment to higher authority on a quarterly and annual basis.

Manages, operates and maintains the local central motor pool. Prepares, processes, and maintains fleet documentation that includes obtaining and assigning gasoline credit cards, toll cards, and access cards to government parking lots/garages. Collects monthly fuel, maintenance, and other Fleet Card receipts from operators and from pool vehicles, as appropriate. Assists managers in reviewing monthly vehicle reports submitted by employees for accuracy, inclusion of receipts, proper signatures, and significant entries. Advises on rental rates for the motor vehicles in the revolving accounts. Generates reports to identify database errors and monitor Fleet Card activity.

Assists with coordinating the maintenance program for standard as well as a variety of special-purpose vehicles and equipment. Administers individual vehicle maintenance frequencies in accordance with manufacturer's technical manuals, vehicle warranty requirements and applicable regulations. Advises operational personnel concerning vehicle and equipment repair; consults the unit/zone fleet manager when large repairs are requested. Within the Fleet Card system, authorizes higher card limits for repairs based on unit/zone fleet manager approval.

Maintains liaison with area vehicle dealers as well as maintenance and supply vendors and/or GSA representatives as necessary to effect repairs and corrections under vehicle warranty as well as resolving any other problems that could adversely affect daily operations. Reviews overall performance of commercial vendors to assess the effectiveness and economy of fleet operations. Recommends changes for improvement to upper management as necessary.

Performs other duties as assigned.

This position will be advertised at the GS-5 level. Position is not supervisory.

OUTREACH

If you are interested in this opportunity, please complete the attached Outreach Response Form with a copy of your resume. All responses or requests for further information should be sent to Vic Webb, Forest Fleet Manager, Vic Webb @ vic.webb@usda.gov or at (719) 588-8818.

**** RIO GRANDE NATIONAL FOREST ****

The Rio Grande NF is 1.82 million acres located in southwestern Colorado. The Continental Divide runs for 236 miles along most of the western border of the Forest. The Forest presents a myriad of ecosystems, from the 7,600-ft. alpine desert floor to over 14,300-ft. mountains in the Sangre de Cristo Wilderness on the eastern side. The Forest embraces the San Luis Valley, a large rural agricultural valley. The Rio Grande NF includes all or parts of 4 Wilderness Areas (South San Juan, Weminuche, La Garita and Sangre de Cristo), the headwaters of the Rio Grande River and the moonscape wonder of the Wheeler Geologic Area, established by Theodore Roosevelt in 1911.

**** MONTE VISTA ****

Supervisor 's Office - Rio Grande National Forest

Monte Vista, 14 miles east of Del Norte and 17 miles west of Alamosa, is home to the Rio Grande NF Supervisor's Office. This rural community of just over 5,000 has amenities and facilities to cover all basic necessities. The downtown shopping area offers a variety of specialty shops, chain stores and service providers. Schools in Monte Vista include an elementary school, junior high school and senior high school. The schools are modern and well-staffed. Agri-business is still the number one employer in the SLV. This area is world famous for high-altitude products, including potatoes, high altitude barley (used by Coors), wheat and many other crops. Price ranges for homes will vary, but start around \$70,000 and go up from there. There are numerous local real estate businesses happy to provide current market information.

**** SAN LUIS VALLEY ****

Larger than the state of Rhode Island, the San Luis Valley (SLV) is the largest and highest agricultural alpine valley in the world. The Valley floor rests at 7600'. To the west of the SLV is the San Juan Mountains ecosystem, the headwaters of the Rio Grande River and the Continental Divide. To the east, the majestic Sangre de Cristo Mountain Range, complete with multiple "14'ers", stand guard over this incredibly beautiful, very rural and isolated area. Denver is 4-hours north and Albuquerque is 4-hours south when you get the itch to experience some hustle and bustle (Durango, Pueblo, and Colorado Springs are 2-3 hours away). Long summer days in the 80's transition through a colorful and crisp fall. Winters can be somewhat extreme, with temperatures dipping well below zero and, in some years, frequent snows, however the low mountain humidity and abundance of sunshine mitigate the affect.

Information on the Web:

<http://www.monte-vista.org/>

www.fs.usda.gov/riogrande



Transportation Assistant

Monte Vista CO, Rio Grande NF; Supervisors Office

USDA Forest Service, R2-Rocky Mountain Region

Please respond to

Meg Sullivan @ margaretsullivan@fs.fed.us or 719-852-5941

Name _____

Email Address: _____

Phone Number: _____ Work, Home or Mobile?

Employer: FS Unit _____ Other _____

Location: _____

Tour: Permanent ____ Temporary ____ Student/Intern ____ Contractor ____ Other ____

Current Position Title: _____

Series/grade if Federal Employee: _____

How did you hear about this position? _____

Agency Contact _____ Other _____

If not a current permanent employee, are you eligible to be hired under any of the following special authorities?

____ Schedule A (Person with Disabilities)

____ Veterans Readjustment

____ Veterans w/30% Compensable Disability

____ Veterans Employment Opportunities Act Of 1998

____ Former Peace Corps Volunteer

____ Pathways Program (Students and Recent Graduates)

____ Other _____